

Mr Stephen Jupp
Sally Field Lodge
Rotten Row
Sidlesham
Chichester
PO20 7QB

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 01212341390
Our Ref: BE/56/20/HH
Your Ref:
Date: 1st July 2020

Dear Mr Jupp,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015

Application for Planning Permission for Works or Extension to a Dwelling

Development: Conversion of roofspace to habitable use to include 2 x front dormers, 1 x rear dormer and 2 x front rooflights.
Location: Beech Cottage 99a North Bersted Street Bersted PO22 9AF

Thank you for your recent application which I received on 26th June 2020. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description:

Conversion of roofspace to habitable use to include 2 x front dormers, 1 x rear dormer and 2 x front rooflights.

Plans

You are required to have a scale bar on all plans submitted. Please amend.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **15th July 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.